



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**U. S. ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE**  
**5158 BLACKHAWK ROAD**  
**ABERDEEN PROVING GROUND, MARYLAND 21010-5403**

MCHB-CG-HHD

3 July 2002

MEMORANDUM FOR USACHPPM-HHC Personnel

SUBJECT: Leave and Pass Procedures – Policy Memorandum #8

1. All soldiers will forward leave and pass requests through their supervisory chain, to the HHC Commander's secretary, and ultimately to the HHC Commander for signature as the approving authority. Leave and pass requests will be submitted to the HHC secretary NLT 7 days prior to the first day of the leave or pass.

2. A pass is an authorized absence from post or place of duty that is not charged against a soldier's leave balance. Passes are not a right to which one is specifically entitled, but a privilege awarded to deserving soldiers. Passes will not be awarded to soldiers who are on flagged status. Passes will fall into the following categories:

a. Regular Pass: A three (3) or four (4) pass may be granted as special recognition for exceptional performance of duty, as compensatory time off, etc. The granting of this type of pass will be the exception rather than the rule.

b. Mileage Pass: A mileage pass is required for soldiers, who are not on leave, that drive beyond a one-way distance of 250 miles from Aberdeen Proving Ground, MD on non-duty days.

3. Leave is an authorized absence from post or place of duty that is charged against a soldier's leave balance. Leave will fall in to the following categories:

a. Regular leave: To request regular leave, a soldier must correctly complete DA Form 31, to include soldier and supervisor signature. For enlisted soldiers, the squad leader and First Sergeant must initial at the top of the form. Leave will be approved only after ensuring the leave balance shown is correct. Upon return, soldiers must inform the HHC Commander's secretary or Staff Duty to ensure the proper number of days is subtracted from a soldier's leave balance.

b. Advance leave: This type of leave will only be approved only after ensuring the leave balance shown is correct and the soldier has sufficient time remaining in the service to restore the advance leave requested. Advance leave will be approved on a case-by-case basis.

c. Excess leave: The soldier's supervisory chain will counsel soldiers requesting excess leave to ensure that the soldier understands that he will forfeit all pay and allowances for the period of excess leave and that no leave will accrue during the period of excess leave. Excess leave will be approved on a case-by-case basis.

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d. Leave Extensions: The soldier must request leave extensions through his supervisory chain, to the HHC Commander's secretary, and ultimately to the HHC Commander for approval. The information needed to process an extension is: soldier's name, new return date, and the number of days leave will be extended. Leave extensions will be approved on a case-by-case basis.

4. The following guidelines will be observed when taking leave or pass:

a. Passes will not be taken in conjunction with leave.

b. Passes will be taken over a weekend.

c. Leave dates cannot be broken up over a weekend. There must be at least 1 duty day between two separate leaves.

JOSEPH J. HOUT  
1LT, MS  
Commanding

